## MINUTES OF THE AUDIT COMMITTEE MEETING KANSAS CITY BOARD OF POLICE COMMISSIONERS JUNE 29, 2012

The Audit Committee met on June 29, 2012, at 2:02 p.m. at 1301 Oak, Suite 500.

Present: Commissioner Angela Wasson-Hunt

Commissioner Patrick A. McInerney

Board Attorney David Kenner

Associate General Counsel Jamie Cook

**Deputy Chief Patty Higgins** 

Major Robin Houston Major Roger Lewis Major Bryon Price Mr. Tom Gee

Mr. Gary White

Officer Chris Kincaid Ms. Margaret Harman

## 1. Approval of Minutes.

The minutes of the February 21, 2012, Audit Committee meeting were approved.

## 2. Mr. Gary White, City Auditor.

Mr. White asked the Board if they had any questions about the police video records audit scope statement. He said all of the field work has been completed and the final report will be presented to the Board in September.

- **3.** <u>Major Robin Houston</u>. Major Houston provided a review of the Department's response to the State Auditor's Report. The following items were discussed:
  - 1) <u>Vehicle assignments</u> The State recommended that the Department reexamine the policies surrounding take-home vehicles. The Department explained that the use of take home vehicles is regulated by Department policy which is based on an internal audit which was completed in February 2012. No changes will be made to the policy at this time.
  - 2) <u>Sunshine law</u> The State addressed topics of documenting reasons for going into closed session, availability of final disposition of matters discussed at closed meetings, and public access to records. The Department's response was that the BOPC is very attentive to the topics which may be discussed in closed session and does not want overly detailed closed minutes to avoid inadvertently divulging closed information. With regard to final disposition, the Department responded by acknowledging that this task can be accomplished by presenting information discussed in closed session once the subject is finalized and there is no compromise of public safety, state statute or security of a target. With regard

to public access to records, all requests for information are disseminated to the Office of General Counsel who makes the decision to release information based on compliance with state statute. The OGC recommendation is then forwarded to the Chief of Police who makes the final decision.

3) <u>Expenditures</u> – The State recommended that the Department review the purchasing policy and make necessary amendments to ensure compliance with State purchasing laws. The Department's response was that supplies are purchased for the police department pursuant to Chapter 84, rather than Chapter 34.

The State recommended that the Department review the current college incentive program to ensure tuition reimbursements and college incentive payments are reasonable in amount and of a direct benefit to the Department. The Department established a maximum yearly amount an employee may be reimbursed and the Department encourages its employees to pursue education during their careers to improve their skills and make them more valuable to the Department and community.

The State recommended that the Department evaluate policies regarding the purchase of items for which a public purpose cannot be clearly demonstrated. The Department believes that the flowers, cakes, retirement rings, etc., add to morale of Department members and show appreciation for tenure and dedication.

- 4) <u>Service charges</u> The State recommended that the BOPC maximize revenues by charging the calculated fees for all applicable services and perform time studies of applicable employees to determine if estimated labor costs are reasonable. The Department agreed that a current time study should be performed in the Records Unit.
- 5) <u>Capital assets</u> The State recommended that the Department ensure that procedures for disposal of Department property are followed. The Department agreed that better accountability needs to be achieved in the disposal of Department property. The Department is currently developing a system of checks and balances to help track and account for Department property.
- 6) <u>Property and evidence</u> The State recommended that the Department purge old evidence in accordance with State law. The Department agreed with purging old evidence no longer relevant or needed for a criminal case.

## 4. Mr. Tom Gee.

Officer Chris Kincaid presented the North Patrol Division Audit, No. 11-5. He said the objective of this audit was to check to see if bond money practices are in compliance with department policy, to examine the property and evidence process rejection percentage, determine if station information security is adequate, examine the

pattern and practice of OCC complaints, determine if the 10 percent rule is being followed, compare weekend and weekday staffing levels and to determine if SCPD's 10-41 time change impacted NPD blackout occurrences.

The NPD audit findings are as follows: The bond money process is in compliance with Department Memorandum 05-06. The property rejection rate percentage is very low; however, a recommendation was made that a file should be retained with the rejected property sheets for future reference. Information security at NPD is somewhat risky due to lack of protection at the front desk area, however, NPD appears to be in compliance with MULES, CJIS, and Department policy related to this. The pattern of OCC's for NPD were 78.6 percent of the complaints were improper It was recommended that Division member conduct and improper procedure. management monitor OCC data to remain aware of any patterns. It was impossible to determine whether or not the 10 percent rule is being following due to the vague nature of the rule. It was recommended that the Department do away with or modify Patrol Bureau Memorandum 95-5 dealing with the 10 percent rule. Weekdays versus weekend staffing levels are nearly equal. SCPD's reduction of blackout occurrence by changing 10-41 times did not result in increased blackout times for NPD.

Mr. Tom Gee presented the Preventable Vehicular Annual Review #11-02. The findings are as follows: There were 63 preventable accidents in 2011. The 21-30 age group was responsible for 216 of the preventable accidents during the last five calendar years and inattention was the top causal factor of these accidents. Preventable accidents cost the Department \$2,006,867 over the last five years. The number of accidents and amount of money has trended downward over the last four years. The number of preventable vehicular accidents for 2011 was the lowest in 10 years.

Mr. Gee presented the Department's response to DPS Compliance #12-01. The Department of Public Safety (DPS) conducted an audit of the Department in December 2010. Issues noted for some division stations were that there was no log kept of all juveniles being detained and the door of the adult booking area must be frosted to avoid any sight violations related to detained juveniles. The violations found by the DPS have been corrected.

Mr. Gee submitted a list of audits in progress for informational purposes only.

There being no further business before the audit committee, the meeting was adjourned at 3:02 p.m.

Commissioner	
Date	